



Wisconsin Division of Public Health

Sign in Sheet

PROGRAM/GROUP: Public Health Council – Executive Committee

MEETING TITLE: PHC Executive Committee Meeting

LOCATION: 1-877-820-7831 / Participant Passcode: 767377# OR 1 West Wilson Street, Room 243-C, Madison, WI 53703

DATE/ TIME: Friday, November 11, 2016 9:00 – 11:00am

PRINT NAME	TITLE	ORGANIZATION	SIGNATURE
Dorn, Mary	Secretary	Public Health Council	Phone
Gilmore, Gary	Immediate Past Chair	Public Health Council	Phone
Keeton, William	Chair	Public Health Council	Phone
Weis, Darlene	Chair-Elect	Public Health Council	Excused
Flores, María M.	Minority Health Training Officer, Minority Health Program, OPPA	Division of Public Health	In-person
Johnson, Mimi	Policy Section Chief and State Health Plan Director, OPPA	Division of Public Health	In-person
Virnig, Cindy	Office Manager, OPPA	Division of Public Health	In-person



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Context: (Purpose, Vision, Mission, Goal):

The Public Health Council was created by 2003 Wisconsin Act 186 (Wis. Stat. §15.197(13)). By statute, the Council's purpose is to advise the Department of Health Services, the Governor, the Legislature and the public on progress in implementing the state's 10-year public health plan and coordination of responses to public health emergencies.

Meeting Facilitator: Bill Keeton

Meeting Recorder: María M. Flores / Cindy Virnig

Agenda:

Time:	Topic:	Lead:	Notes/Follow-up:
			* Action items are indicated in BOLD
9:00 – 9:45am	Council Business: 1. Review and approve October 21 EC meeting 2. Review October 7 PHC minutes 3. Survey results 4. WI-HIPP	Bill Keeton ALL	1. Dr. Gilmore moved to approve as submitted. a. Mary Dorn seconded the motion. b. October 21, 2016 Executive Committee meeting minutes are approved. 2. Mary Dorn requested reformatting of questions in the minutes to reflect a statement instead of a question. a. DPH staff will make necessary changes to the minutes. b. DPH staff will type up a guidance/checklist of how minutes should be formatted. 3. Review of survey results. a. Select Survey will most likely not be available for future surveys. New software should be in place by the February meeting. b. Possibly use paper survey for next in-person PHC meeting. 4. WI-HIPP work is on track with projected timeline a. The PHC needs to identify what they would like the internal and external action teams to include in their reporting. b. There needs to be an accurate understanding of where gaps are in the implementation process. c. Give annual update to the Secretary's Office in near future. d. Students:



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	<p>5. Update on April 7 half-day meeting with tour</p> <p>6. Google Mail</p> <p>7. Agenda-setting for December 2 online meeting</p>		<p>i. Students are preparing for presentation at December's meeting.</p> <p>ii. Dr. Gilmore would like additional information from the students regarding:</p> <ol style="list-style-type: none"> 1. Updates on progress/accomplishments. 2. Competencies developed, gained or refined. 3. Aspirations – how does this experience affect their career paths? <p>5. April 7, 2017 meeting: Meeting room has been reserved at UW Clinic for half-day PHC meeting, tour to follow at WI Homeland Security Council office.</p> <p>a. Maria M. Flores will follow up with Homeland Security for further information.</p> <p>6. Members acknowledged they did receive email from Bill Keeton (dated Oct. 20), containing username and password.</p> <p>7. Agenda items and time scheduled:</p> <ol style="list-style-type: none"> Opioid Presentation – 1.5 hr. Student Presentations – 1 hr. Standing agenda items – ? <p>* Maria M. Flores will follow up with Lisa Pentony to see if they can give an update on the Meningitis vaccination efforts at UW-Madison.</p> <p>*Maria M. Flores will contact SCAODA staff to see if someone can join the December meeting.</p>
9:45 – 10:00am	PHC Support letter with changes from last EC meeting	Bill Keeton All	<ul style="list-style-type: none"> Bill Keeton stated the letter of support will be sent out by next week, and will include additional information in the form of attachments/links. DPH staff can do a hard copy drop at the Capitol building if needed. Mary Dorn will be following up with WPHA/WALHDAB lobbyist (Alicia Schweitzer); she will copy Bill Keeton on her response. Mimi Johnson will follow up with the Secretary's Office to see if DPH staff can share email address listings with Bill Keeton.
10:00 – 10:10am	<p>Update on PHC Annual Report outline</p> <ul style="list-style-type: none"> Any format changes? 	María M. Flores Cindy Virnig	<ul style="list-style-type: none"> Goal: final draft completed by beginning of 2017, so it can be taken to February PHC meeting for a vote.

Notes: The meeting is accessible for those with mobility impairments. Individuals needing special accommodations to attend or participate in the meeting should notify Maria M. Flores 608.266.3716 or Cindy Virnig 608.264.7734 prior to the meeting.